

For: State and County Offices

Instructions for Processing 2002 Peanut Direct Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Farm Security and Rural Investment Act of 2002 provides for 2002 Peanut Direct and Counter-Cyclical Program (DCP) payments to historic peanut producers. Notice DCP-37 provided instructions to State and County Offices for:

- printing and mailing historic peanut producers' notification letters
- procedure for substituting county average yields
- processing CCC-531's
- approval procedure for CCC-531's
- signup period for 2002 Peanut DCP for historic peanut producers.

B

Purpose

This notice informs State and County Offices:

- that the Federal Regulation has been filed
- that 2002 peanut direct payments can be processed upon receipt of this notice
- of procedure for running a query to identify historic peanut producers not associated with a 2002 farm
- of instructions for processing and issuing 2002 peanut direct payments.

Continued on the next page

Disposal Date	Distribution
April 1, 2003	State Offices; State Offices relay to County Offices

Notice DCP-46

1 Overview (Continued)

C

Automated Software

Automation software for processes addressed in this notice is in County Release No. 496.

2 Query for Identifying Historic Peanut Producers Not Associated With a 2002 Farm

A

Processing Query

A query has been developed to use as a tool to identify historic peanut producers **not** associated with a 2002 farm. Payments cannot be processed for a historic peanut producer until they are associated with a farm for 2002. To run the query, at the Common Management Menu:

- type FBPNTPRD,QRPRADJ1
- PRESS "Enter".

A list of historic peanut producers not associated with a 2002 farm will be generated.

See Notice DCP-38 for adding producers to a farm.

Notice DCP-46

3 Accessing 2002 Peanut Direct Payments

A

Overview of Direct Payments

2002 peanut direct payment processing will issue only a final payment. Payments will be calculated for each farm for which the historic peanut producer has an average acreage and yield calculated. Only 1 payment will be issued to each historic peanut producer per county. The payment will be the sum of all calculated payments on each farm for a county.

B

Accessing Regular Payment Processing

Direct payment processing may be accessed from Menu FAX250 according to this table.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER "18", "Tobacco/Peanuts-Main Menu" M00100.
4	M00100	ENTER "4", "Peanuts" Menu MPA200.
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "4", "2002 Peanut Direct Payments Menu".
7	MZAFP0	ENTER "1", "Payment Processing".
8	MZAFP1	Enter "1", "Issuing Payments".

Notice DCP-46

4 Selecting Producers for Payment

A

Accessing Screen MZAFPA01 Complete the action in this table to access Screen MZAFPA01 for making payments.

Step	Action
1	After accessing payment processing according to subparagraph 3 B, Screen MZAFPRT2 for direct payments will be displayed. Enter the printer ID on which to print the payment reports.
2	Screen MZAFPA01 for direct payments will be displayed. This screen offers different ways to select a producer to make payments. Payments can be processed as follows: <ul style="list-style-type: none">• select all, for all producers• last 4 digits of ID or last name to select 1 producer• randomly select producers.

B

Example of Screen MZAFPA01

This is an example of Screen MZAFPA01.

```
Peanut Direct Payments 253-SEMINOLE      Selection  MZAFPA01
2002 Producer Selection Screen      Version: AE56 10-09-2002 15:13 Term E1
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Enter Producer ID Number:          and Type:
      (Enter 'ALL' For All Producers)

OR  Producer Last Four Digits of ID:

OR  Producer Last Name
      (Enter Partial Name To Do An Inquiry)

OR  Randomly Select Producers
      (Enter 'X' To Select Producers)

Enter=Continue  Cmd3=Previous Menu
```

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Notice DCP-46

4 Selecting Producers for Payment (Continued)

C
Producer
Selection From
Screen
MZAFFA01

Access the payment process by producer ID number according to this table.

Selection	Action	Result
Process 1 producer.	Enter the producer's ID number and type, last 4 digits of ID number, last name.	Producer payment will be processed if CCC-531 is approved.
Process all producers.	ENTER "ALL" in the "Producer ID Number" field.	All producer payments in sequential order with an approved CCC-531 will be processed.
Process selected producers.	ENTER "X" in "randomly selected producers" field. On Screen MZAFFD01, enter the producer ID numbers to be processed.	All producer payments with an approved CCC-531 will be processed.

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Notice DCP-46

4 Selecting Producers for Payment (Continued)

D

Messages

This table lists messages that may be displayed at the bottom of the screen when accessing a producer or a range of producers.

IF...	AND the following message displays...	THEN...
a single producer is selected	“No worksheet.”	the producer does not have an approved CCC-531.
	“Option NOT valid at this time.”	
	“Producer ID Number NOT on file.”	
a producer or range of producers is selected	“Selected producer or range of producers conflicts with Workstation xx selection.”	<ul style="list-style-type: none"> • the producer or range of producers is currently being used by another terminal • PRESS “Enter” to terminate the request.
	“Producer selected is being used in the worksheet and will not be processed for payment.”	the producer or range of producers is currently being used in the CCC-531B process.

E

Warning

Never cancel the payment process from the system console.

Notice DCP-46

5 Batch Check and Print Control

A

Accessing Screen MZAFPNO1

After all direct payment records for the producer or producers selected have been processed and the payment amounts have been calculated, Screen MZAFPNO1, Batch Check and Printing Control, will be displayed. This screen displays a number of work records:

- to be processed
- that have been processed
- remaining to be processed.

Note: The number of work records listed do not always match the number of CCC-184's to be printed or electronic fund transfers (EFT's) to be created. For example, if the producer has an assignment and part of the payment will fulfill the assignment, it will print two CCC-184's, but it will show 1 record processing.

B

Example of Screen MZAFPNO1

This is an example of Screen MZAFPNO1, Batch Check and Printing Control.

MZAFPNO1	253 SEMINOLE	ENTRY	MZAFPNO1
2002 DCP Peanut Payments		Version: AE56	10-09-2002 16:09 Term E1

BATCH CHECK AND PRINTING CONTROL

Warning Record count does not accurately reflect check count especially when 'A' or 'O' batches are processed.

2 Check records to be processed
0 Have been processed
2 Records remain to be processed

Enter (Y)es to start or continue a Batch Print Processing.
Enter (N)o to suspend the Batch Print Processing.

Only one "Y" entry will be accepted. One "N" entry will suspend all batches.

0 "B" (regular payments) work records to be processed
2 "A" (assignments) work records to be processed
0 "O" (claims/receivables) work records to be processed

Enter-Continue

Continued on the next page

Notice DCP-46

5 Batch Check and Print Control (Continued)

C

Sorting Payable Records

The direct payment process reads the name and address file for each producer with a payable that has been processed. How the payable is processed depends on the value of flags in the name and address file. This table provides a description of the following:

- payment batches used for direct payment processing
- priority of which payment batch each payable is processed through based on the flag settings in the name and address file
- approximate number of payables that can be processed at a time.

Priority	Batch	Description	Number of Payables Processed in Each Batch
1	“O”nline	<p>Payables to producers that may require special processing because there is a “Y” in at least 1 of the following fields in the name and address file:</p> <ul style="list-style-type: none"> • receivable • claim • other Agency claim • bankruptcy • deceased • missing • incompetent • nonresident alien • foreign producer. <p>Note: County Offices shall ensure that payments for producers in bankruptcy status are issued according to the Regional Attorney’s guidance.</p>	50 or less
2	“A”ssignment	<p>Payables to producers that are flagged in the name and address file as having an assignment or joint payee form on file.</p>	100 or less
3	“B”atch	<p>Payables to producers that do not have any special circumstances like those payables processed through the “O” and “A” payment batches.</p>	200 or less

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5 Batch Check and Print Control (Continued)

D

**Selecting Batches
to Print or
Suspend**

Batches of payments may be selected to be printed or suspended in several different ways.

- When a batch of payments is selected, that entire batch must be printed before selecting another batch to be printed.
 - Batches may be selected in any order.
 - After a batch of payments completes printing, the option to select that batch is no longer available.
 - One “N” suspends all batches remaining to be printed.
 - If a batch of payments is suspended after part of the payments in that batch has been printed, that batch must be completed before selecting another batch to be printed by selecting option 5 on Menu MZAFP1.
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Notice DCP-46

6 Nonpayment and Pending Payment Registers

A

Nonpayment Register Exception Messages

A nonpayment register, Report ID MZAFPk-R001, will be printed which contains exception messages for any payments **not** processed during the payment process. County Offices shall research the exception messages and resolve the exceptions before the payments can be processed.

B

Pending Payment Register

The Pending Payment Register lists all producers eligible to be paid. A register for each batch of payables computed will be printed. The batches are:

- “B”atch. Regular payments that have no special circumstances. These payments require no user intervention.
- “A”ssignment. Payments marked in name and address as having an assignment or joint payee form on file. These payments require no user intervention, but may require more time to print because they will read the assignment/joint payee file.
- “O”nline. Payments marked in name and address as having a claim, receivable, other Agency claim, or nonresident alien. These records **will** require user intervention.

Note: This register shows the members’ share of joint operations. This is the only place this is printed. CCC-184 and the transaction statement do not show the members’ share of the payment.

Notice DCP-46

7 Canceling Direct Payment Payables

A

When to Cancel Payables Through Direct Payment Applications

Direct payables shall be canceled using the Direct application software, as applicable, only when original Direct payable amounts are incorrect and either of the following apply:

- CCC-184 is **available**
- direct deposit records **have not** been queued or transmitted.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
 - only payables for which CCC-184 is in the office or the direct deposit records have not been queued or transmitted to the producer's financial institution are being canceled
 - payables are being canceled through the proper application.
-

B

When to Cancel Payables Through Accounting Application

In some situations, data in the Accounting application needs to be corrected and a substitute CCC-184 or EFT issued. Use the Accounting cancel/issue substitute option according to 1-FI when any of these situations apply:

- payee on an original CCC-184 or EFT is incorrect
- 1 or more CCC-184's in a printed batch need to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 is expired.

Note: If the computer-generated CCC-184 numbers on CCC-184's do not match preprinted CCC-184 numbers, see 1-FI, paragraph 233.

Continued on the next page

Notice DCP-46

7 Canceling Direct Payment Payables (Continued)

C

When Not to Cancel Payables Through Direct Payment Applications

Payables shall not be canceled from the DCP application when either of the following situations apply:

- CCC-184 is not available
- direct deposit record has been queued or transmitted.

Once the check has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation applies if the payable was incorrect. County Offices shall take the necessary action to correct the situation that caused the payment to be issued in error, then:

- issue additional payment amounts if the producer was underpaid
 - compute and transfer the overpayment amount to CRS according to 1-FI, Part 8 if the producer was overpaid.
-

D

How to Cancel Payables

County Offices shall ENTER “2” on the 2002 Peanut Direct Payment Processing Menu MZAFP1. After option 2, a message will be displayed that payments that have been mailed to a producer or transmitted to the producer’s financial institution shall **not** be canceled through this application. The user will have the option to do either of the following:

- PRESS “Cmd7” to end the job
 - PRESS “Enter” to continue with the cancellation.
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Notice DCP-46

8 Reissuing CCC-184's

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Reissuing Lost, Stolen, or Destroyed CCC-184's

For CCC-184's reported as lost, stolen, or destroyed, a substitute CCC-184 cannot be issued to the producer until the County Office:

- receives verification from KC-ITSDO that CCC-184 has not been cashed
- obtains a statement from the payee certifying CCC-184 was not received.

Note: See 1-FI, Part 7 for policy provisions and additional requirements for handling lost, stolen, or destroyed CCC-184's.

Select option 3 on Menu MZAFP1 to reissue a lost, stolen, or destroyed check.

B

Reissuing Expired CCC-184's

County Offices shall use option 4 on Menu MZAFP1 to reissue an expired check only if none of the following apply:

- CCC-184 has been cashed by the producer

Note: In this case, the producer is either in an overpayment or underpayment situation procedure and software will be provided in the near future.

- the payment was disbursed by EFT
 - if any of the payable data, except the payee's name, is incorrect **and** the producer has not cashed CCC-184.
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Notice DCP-46

9 Print Producer Payment History Report

A

Introduction

The PPH print process is a report that indicates information in the payment history file. This PPH print contains all payments issued, canceled, and refunded in date order. Software is **not** currently available to print this report but will be released soon.

There are 3 different reports available to be printed:

- individual or entity, which may be printed by selecting last name or ID number
- farm, which may be printed by selecting a single farm, range of farms, all farms, or randomly selected farms
- joint operation, which may be printed by selected joint operation name or ID number.

B

Accessing PPH Payment Report

Access PPH print from Menu FAX250 according to this table after software is available.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts".
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "4", "2002 Peanut Direct Payment Processing".
7	MAZFP0	ENTER "3", "Reports".
8	MZAFP3	ENTER "1", "Producer Payment History".
9	MZAFPRT2	Enter printer ID to be used.
10	MZAFHA01	ENTER "ALL" for all producers, producer's last 4 digits of ID or last name to print a single producer, or ENTER "X" to print a range of producers, and Screen MZAEPA01 will be displayed.

Notice DCP-46

10 CCC-531E, Statement of Producer Earnings Statement

A

Purpose of CCC-531E

CCC-531E was developed to assist County Offices with payment reconciliation for 2002 Peanut DCP payments.

B

Printing CCC-531E From the Payments Reports Menu

CCC-531E can be printed:

- from the 2002 Peanut Direct Payment Reports Menu
- as many times as necessary
- after CCC-531 is approved
- for 1 producer, a batch of producers, all producers, or selected producers.

Follow this table to print CCC-531E from the 2002 Peanut Direct Payments Reports Menu.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable.
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable.
3	FAX07001	ENTER "18", "Tobacco/Peanuts-Main Menu".
4	M00100	ENTER "4", "Peanuts" .
5	MPA200	ENTER "13", "Acreage and Yield Process".
6	MPAB00	ENTER "4", "2002 Peanut Direct Payment Processing".
7	MAZFP0	ENTER "3", "Reports".
8	MZAFP3	ENTER "2", "Print CCC-531E, Producer Earnings Statement". On Screen MZAFRP2, enter printer ID.

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10 CCC-531E, Statement of Producer Earnings Statement (Continued)

B
Printing
CCC-531E From
the Payments
Reports Menu
(Continued)

Step	Menu or Screen	Action	
9	MZAFHA01	IF the print is generated for...	THEN CCC-531E will print for...
		<ul style="list-style-type: none"> • a specific producer • “ALL” producers • a range of producers 	<ul style="list-style-type: none"> • for a specific producer • all producers with an approved CCC-531 • all producers in the rage selected. <p>Note: CCC-531E will not print if CCC-531 is not approved.</p>
